

IEP Team Meeting Checklist: Reevaluation Part II - Review of Assessments

Before the meeting:

- Schedule IEP meeting on master IEP calendar**
 - On or before the date reevaluation is due
 - Completing Assessments and IEP revisions are all due within the 90-day timeline

- Create and mail *Notice of Individualized Education Program (IEP) Team Meeting*** (within TIENET, go to *Meeting Process*):
 - Select purpose from Insert Statements: Review assessment results, complete the evaluation process, if appropriate, and determine eligibility for Special Education and related services
 - Invite student if age 14 or older
 - Ensure notice lists all required IEP team members, including not less than one regular education teacher of the student, if the student is or may be participating in the general education environment

- Ensure all recommended assessments completed (responsibility of the case manager)**

- Confirm attendance of parent and General Education Teacher**
 - Document attempts
 - *For students prior to Kindergarten who are not enrolled in a general education program, the early childhood special educator may also serve as the general educator.*

- Confirm student attendance** (for student age 14 or older)
 - If the student is unable to attend, obtain and document information on the student's preferences and interests

- Provide the parent(s) copies of the following at least five business days prior to the scheduled IEP team meeting:**
 - Copy of all assessment reports
 - BLANK copies of any appropriate supplement forms

- Create IEP using the revision process, labeled "revision/reevaluation".**
 - Go to most recently finalized IEP, click on 'more', click on 'create revision of this document.'
 - All pages from previous IEP should stay attached to this IEP.

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At the meeting:

- Introduce team members and Review and correct listing of IEP team participants**
- Offer the parent a copy of [Parental Rights Booklet](#) and check box on Cover Page of IEP**
- State the purpose of meeting** (review assessment results, complete the evaluation process, if appropriate, determine eligibility for Special Education and related services.)
- Offer parent(s) a copy of each assessment report(s)**
- Review assessments**
 - Each evaluator **summarizes** the results of assessments completed in the team report
- Evaluation Process: record in team report**
 - Complete the *Cover Sheet* and *Continued Eligibility Data* Section of IEP (Reevaluation)
 - *Discussions to Support Decisions* section should include a **summary** of formal and informal assessment results in the team report
 - Determine if the student is a student with a disability in the team report
- Complete Supplement form(s)** (within *TIENET* – Supplemental Forms) for students evaluated:
 - A Supplemental Form must be completed for students evaluated for:
 - Specific Learning Disability
 - Emotional Disturbance
 - Developmental Delay
 - Autism
 - Attention Deficit Hyperactivity Disorder
- Obtain signatures** on the SLD supplement **before** the meeting ends
- Determine if any changes to the IEP are required as a result of the new assessment data**

Yes	No
<input type="checkbox"/> For agreed-upon changes, make the adjustments on the amendment at this IEP meeting, OR : <input type="checkbox"/> Schedule an IEP meeting to be held within the 90-day timeline, if changes to the IEP are recommended. However, if another IEP meeting needs to take place between this meeting and the next (for ESY or annual), finalize this IEP at this meeting with updated eligibility information and use next IEP to make adjustments, making sure to stay within 90 –day timeline.	<input type="checkbox"/> If no changes are needed, update the evaluation date on the cover page of the IEP, ensure the eligibility page is completed. <ul style="list-style-type: none"> • Follow dismissal checklist if student is being returned to general education.
If additions and modifications are significant, the IEP team may consider completing an annual review at a subsequent IEP meeting.	

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After the meeting:

- Review *IEP Team Meeting Report***
 - For all areas of documented discussions/decisions, select the “Add to IEP” box
 - Run spell check
 - Finalize *IEP Team Meeting Report*
- Finalize the IEP document once all items are completed, within 3 business days, unless IEP is being updated. NOTES:**
 - **IEP must be finalized before reevaluation due date.**
 - **If IEP needs updating, meeting must be held and IEP finalized within 90-day timeline.**
 - **If other IEP meetings need to be held in the next 30 days, such as ESY discussion or annual review, finalize this IEP with updated eligibility page and eligibility date and make adjustments to the IEP at the upcoming IEP meeting.**
- If Specialized Transportation was approved, ensure *Transportation Request Form* was completed in Tienet and Finalize.**
- File all paper work.**
- Provide the parent(s) copy of *IEP Team Meeting Report* and completed IEP no later than five business days after the meeting.**

IEP was not completed and changes are needed.

- Schedule an IEP meeting and prior to the end of the 90-day timeline, if changes to the IEP are recommended (if not completed at the IEP meeting). If other IEP meetings need to be held in the next 30 days, such as ESY discussion or annual review, finalize this IEP with updated eligibility page and eligibility date and make adjustments to the IEP at the upcoming IEP meeting.**
- Provide the parent(s) copies of the completed documents not later than five business days after the meeting (if not received at the meeting).**
- File all paper work.**